



INTERDEPARTMENTAL MEMORANDUM

SUBJECT: Budget Guidance for Lower-Level Budgeting in the
Budget and Financial Management System for the
FY 2006-2007 Biennial Budget Submission

DATE: June 29, 2004

TO: All Departments and Agencies

FROM: Keith E. Todd, State Budget Officer

Bureau of the Budget

We are in the process of updating the Budget and Financial Management System (BFMS) to reflect the data that will serve as the starting point for developing the FY 2006-2007 biennial budget. **Care should be taken to select the appropriate year when accessing windows and generating reports.**

BFMS provides the ability to develop the Biennial Budget submission for FY 2006-2007 at a level of the reporting level hierarchy that is different from what was specified for FY 2004-2005. **Departments and agencies intending to budget at a different level must make this designation in BFMS by July 7, 2004.** Departments and agencies planning to budget at the same level as in FY 2004-2005 do not need to make any modifications. Beginning July 8 actual data for FY 2004, estimated data for FY 2005, and position allocation data reflected in BFMS will be copied to the FY 2006-2007 biennium. As the data is copied, it will be summarized to the lowest reporting level designated for budget development. Instructions for selecting reporting levels for budget development are reflected in Attachment A.

We will notify you once the budget versions have been created for the FY 2006-2007 Biennial Budget submission. If you have any questions, please contact your Budget Analyst/Examiner in the Bureau of the Budget.

KET/djl

Enclosure

cc: Rebecca Wyke
Budget Analysts/Examiner

Attachment A

Reporting Level Display Control

BFMS - bfmsstate.mecus

File Administration Reports Window Help

Reporting Level Display Control

Biennium: 2004 Umbrella: ADMIN Find Reporting Level or Description: Search

Reporting Level	Description	Data Entry	Summary Level	Reporting Level No.
01018A005701	BPI PLANNING & CONSTRUCTION	<input checked="" type="checkbox"/>	Monthly	4
01018A005901	BPI CAPITAL CONSTRUCTION	<input checked="" type="checkbox"/>	Quarterly	4
01018A005902	BPI CAPITAL CONSTRUCTION - LAPSE	<input checked="" type="checkbox"/>	Quarterly	4
01018A006001	BPI BUILDING OPERATIONS	<input checked="" type="checkbox"/>	Monthly	4
01018A013501	BPI ST POLICE HQ MAINTENANCE	<input checked="" type="checkbox"/>	Quarterly	4
01018A087701	CAP. CONSTRUCTION-IMPROVE/RENOVATE ST FACILITIES	<input checked="" type="checkbox"/>	Quarterly	4
01018A087702	CAPITAL CONSTRUCTION/IMPROVE STATE FACILITIES - LAPSE ACCOUNT	<input checked="" type="checkbox"/>	Quarterly	4
01018A089301	BGS-CAP CONSTRUCTION & IMPROVE RESERVE FUND	<input checked="" type="checkbox"/>	Quarterly	4
01018A089302	BGS-CAP CONSTRUCTION & IMPROVE RESERVE FUND - LAPSE	<input checked="" type="checkbox"/>	Quarterly	4
01018B015502	OIS ADMINISTRATION	<input checked="" type="checkbox"/>	Quarterly	4
01018E024401	EMPLOYEE RELATIONS	<input checked="" type="checkbox"/>	Quarterly	4
01018F000207	BUREAU OF TAXATION	<input checked="" type="checkbox"/>	Quarterly	4
01018F001003	STATEWIDE - MERIT INCREASES	<input checked="" type="checkbox"/>	Quarterly	4
01018F001008	STATEWIDE - HEALTH INSURANCE	<input checked="" type="checkbox"/>	Quarterly	4
01018F001016	STATEWIDE - DATA PROCESSING COSTS	<input checked="" type="checkbox"/>	Quarterly	4
01018F001022	STATEWIDE RETIREMENT UAL AMORTIZATION	<input checked="" type="checkbox"/>	Quarterly	4

Update Undo Exit

Window: Reporting Level Display Control / Combo Box Field: Summary Level

Start | Inbox - Microsoft... | Citrix NFuse - M... | BFMS - bfms... | Gp 1 Users Man... | Set 1 Round 3 S... | Acceptance Test... | 12:17 PM

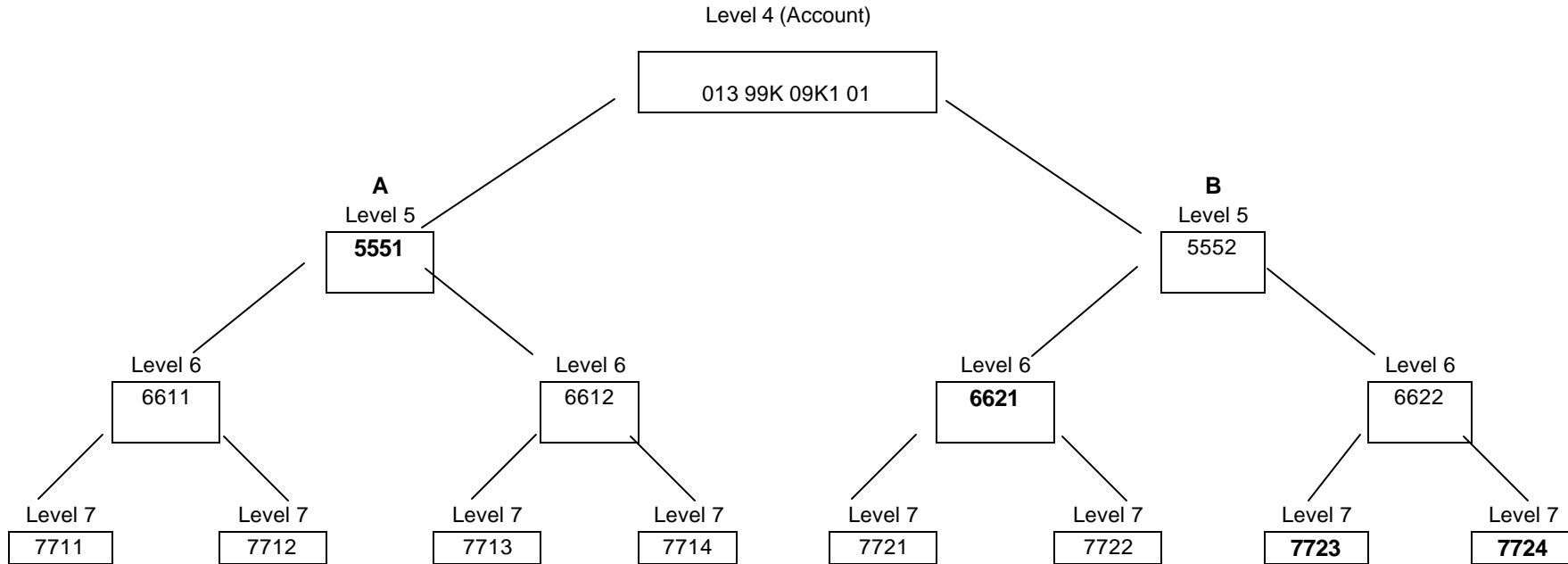
Navigation Path: Log On⇒Administration⇒Administration⇒Reporting Levels⇒Display Control

Purpose: To designate the reporting levels desired for budget development in the budget versions. When actual and estimated year data is loaded at the start of budget development for the upcoming biennium, the data will be summarized to the lowest reporting level designated for data entry.

Completing the Window:

1. Select the appropriate **Biennium** from the drop down window.
2. Select the appropriate **Umbrella** from the drop down window. The list will be limited to Umbrellas for which the user is authorized. Once selected, all reporting levels that exist at the highest level at which budgets may be developed will display, in addition to all child reporting levels. The data is sorted by **Reporting Level No.**, followed by **Reporting Level**. The **Reporting Level No.** identifies the level of the reporting level in the hierarchy.
3. Designate the reporting levels that may be referenced when developing the budget by highlighting the row and selecting the **Data Entry** checkbox. Entering all or part of a reporting level or description in the **Find Reporting Level** box that is provided at the top of the window and clicking the **Search** button will also allow the desired reporting level to be located.

Reporting Level Display Control Example



Reporting Levels

Data Entry

013 99K 09K1 01	✓
013 99K 09K1 01 5551	✓
013 99K 09K1 01 6621	✓
013 99K 09K1 01 7723	✓
013 99K 09K1 01 7724	✓

- A** Data entered at Levels 6 – 7, or below level 7, will be rolled to Level 5 Reporting Level 013 99K 09K1 01 5551
- B** Data entered at or below Level 7 reporting levels '7721' & '7722' will be rolled to Level 6 reporting level 013 99K 09K1 01 6621
 Data entered below Level 7 reporting levels '7723' & '7724' will be rolled to those reporting levels.
 Data entered at Level 5 reporting level '5552' and Level 6 reporting level '6622' will be rolled to the Level 4 (Account) reporting level 013 99K 09K1 01.

Data entered in MFASIS at levels 8 - 12 will be summarized to Level 7 before it is loaded to BFMS.

NOTE

Data that exists at or below the level that is designated for data entry will be summarized to the data entry level when it is copied to the new biennium. Data that exists above the level that is designated for data entry will be summarized to the next highest level (e.g. level 4 account) that is designated for data entry.

4. The **Summary Level** reflected for the record controls the ability to enter annual budget data (e.g. Financial Order, Budget Order, Department & Agency Revision) for the reporting level on either a 'Monthly' or a 'Quarterly' basis. As new reporting levels are created in the ***Reporting and Budget Level Maintenance*** window, 'Quarterly' is selected by default. Once it has been set to 'Monthly', the **Summary Level** may not be changed to 'Quarterly' when amounts exist in months 2 or 3 in any quarter for a fiscal year associated with the biennium.

When finished with the record, click **Update** to save. **Undo** will undo any changes made since the last Update. If **Notepad** is present, it can be accessed to enter notes about the records.

Click **Exit** to exit the window and return to the prior open window.